

ADMINISTRATIVE - INTERNAL USE ONLY

OTE REGISTRY

86-9133

STAT

27 May 1986

MEMORANDUM FOR: Director, Office of Training and Education

STAT

FROM:

Chief, Career Development Staff, DS&T

SUBJECT: Request for Extra Running of Proofreading Course

1. It has come to my attention that there is currently a considerable backlog of DS&T employees who are requesting the Proofreading course. The number of slots allotted to the DS&T for the remainder of FY-86 is 10. Currently, there are approximately 25 - 30 people awaiting this course.

2. Due to this backlog and the upcoming secretarial conversion which will create even more of a demand for the Proofreading Course, I am requesting that an additional running for approximately 25 DS&T employees be sponsored by the Office of Training and Education.

3. My office has contacted [redacted] of the Secretarial Training Branch, OTE and she has agreed to arrange for a room and a contractor to teach the course. The date agreed upon was 23 - 26 June.

STAT

4. Your approval is requested in this matter, as the additional running will allow our Directorate to better meet the training needs of our employees.

5. If you need additional information or have any questions, please contact [redacted] DS&T Training Assistant, on [redacted]

STAT

STAT

STAT

APPROVED:

STAT

Post. Director, Office of Training and Education

Date

6/3/86

ADMINISTRATIVE - INTERNAL USE ONLY